



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERINTENDENT, STATE PRINTING AND MICROGRAPHICS DIVISION	43	A	9.701

DEFINITION OF THE CLASS:

Under administrative direction, plans, organizes and directs the State Printing and Micrographics Division, and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Directs state printing and reproduction operations which includes establishing and promoting division goals, developing operating policies and procedures, organizing resources within the division to ensure efficient operations, establishing production and quality standards, and ensuring adequate personnel, equipment and materials are available to accomplish the goals and objectives of the division.

Reviews, analyzes and supervises division activities to ensure all printing, reproduction, and binding work is promptly executed and delivered which includes ensuring material prepared for publication or use by the Legislature, Legislative Counsel Bureau or Legislative Counsel such as bills, resolutions and statutes are printed accurately and delivered in the proper time frame.

Oversees the state printing fund from which division expenses are paid by monitoring accounts receivable and expenses in accordance with the Legislative Counsel Bureau's guidelines. Develops the division budget by reviewing past expenditures, performing a trend analysis and needs assessment to determine future printing requirements and needs; preparing cost projections for anticipated supplies, materials, equipment, and personnel.

Establishes rates for printing, reproduction, and microfilming services that are cost effective for both the division and the agencies served by calculating and setting rates which reflect direct and indirect labor costs, direct and indirect material costs, and overhead.

Supervises classified and trade union personnel directly and through supervisory staff to accomplish the goals of the division. This includes hiring and training employees, providing counseling and guidance, initiating disciplinary action, and evaluating performance. Negotiates contracts and wage agreements with trade union representatives and ensures compliance with contract provisions.

Reviews duplication equipment needs of state agencies; makes recommendations regarding equipment and vendors; and authorizes the purchase, rental or leasing of duplication equipment when warranted by the agency's needs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of state laws, regulations, policies, and procedures pertaining to printing, accounting, purchasing, and personnel. Working knowledge of computerized systems used for composition and tracking production costs and materials. Working knowledge of the printing and reproduction services and requirements of entities served by the division. Working knowledge of modern trends and technology in the printing profession.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of the methods, materials, equipment and procedures used in a large printing plant to include lithographic processing, composing room, pressroom, and binding operations. Working knowledge of the principles of work simplification as applied to establishing and maintaining effective printing procedures. Working knowledge of federal copyright laws. Working knowledge of the principles and practices of management and supervision.

Ability to direct, motivate, and supervise staff to accomplish the goals of the division. Ability to negotiate and administer contracts with trade unions. Ability to develop production standards for a large printing plant. Ability to estimate and justify future needs for equipment, personnel, materials, and supplies. Ability to establish and maintain cooperative working relationships with division and agency staff, elected and appointed officials, other state agencies, other state printing divisions, and vendors. Ability to establish and implement objectives and goals for the division. Ability to formulate and administer a division budget. Ability to communicate effectively orally on a one-to-one basis or to a group in order to provide information, explain policies and procedures, and enlist support for division goals. Ability to write effective recommendations, reports, policies, and procedures. Ability to analyze situations and problems and determine appropriate resolutions based on historical data, interpretation of rules, and knowledge of the organization.

EDUCATION AND/OR WORK EXPERIENCE:

I

A Bachelor's degree from an accredited college or university with major work in graphics arts and five years of managerial experience in the printing field, three years of which included directing of the full range of printing and reproduction processes in a printing establishment employing twenty-five or more people; OR

II

An equivalent combination of education and experience that provides the applicant with the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.701</u>
REVISED:	6/29/73
	7/1/89P
	9/27/88PC
REVISED:	7/1/91P
	11/29/90PC
REVISED:	7/1/93LG